

**BY ORDER OF THE COMMANDER
62D AIRLIFT WING**

62D AIRLIFT WING INSTRUCTION 36-2801

5 JUNE 2012



Personnel

**62D AIRLIFT WING AND TEAM MCCHORD
OUTSTANDING PERSONNEL
RECOGNITION AND AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 62 AW/CCC

Certified by: 62 AW/CCC
(CMSgt Gregory A. Warren)

Supersedes: 62AWI36-28, 3 July 2006

Pages: 26

This instruction implements AFD 36-28, AFI 36-2805 and AMCI 36-2808. If there is a conflict with this applicable guidance, HQ AMC/A1KK message traffic for individual awards takes precedence. It establishes procedures for nomination, selection and presentation of the outstanding Junior Company Grade Officer (Jr CGO), Company Grade Officer (CGO), Senior Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), Airman (Amn) of the Quarter/Year and Civilian Employee of the Quarter/Year for Air Force members assigned to supported component organizations located on or associated with Joint Base Lewis-McChord (JBLM). This instruction also provides guidance for the 62 AW First Sergeant of the Year, Key Spouse of the Year, Bryce Lilly Service, and Honor Guard Awards. The 62 AW Command Chief Master Sergeant (CCC) is responsible for the supported component military recognition program while the Civilian Personnel Office is responsible for the civilian employee recognition program. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. Executive Order 9397, 22 November 1943, authorizes using the Social Security Number (SSN) as a personal identifier. The SSN is required for positive identification of personnel. The authority to collect and maintain the information is 5 U.S.C. 552a. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. It combines 62 AWI 36-28, 62d Airlift Wing and Team McChord Outstanding Personnel Recognition Program and 62 AWI 36-4, Civilian of the Quarter and Outstanding Civilian of the Year Recognition Program. It adds Honor Guard of the Quarter/Year in sub-paragraph (2.1.5), adds The Bryce Lilly Service Award in sub-paragraph (5.3), adds the Key Spouse of the Year program in sub-paragraph (5.1), adds McChord Team Excellence Award of the Quarter/Year (5.2), changes Civilian and Company Grade Officer of the Quarter/Year categories in sub-paragraphs (1.2.8 and 1.2.6), and includes the Commander's/Command Chief's Coin of Excellence statements in sub-paragraph (5.4).

1.	PROGRAM OVERVIEW	2
2.	MILITARY AWARDS PROGRAM	5
3.	CIVILIAN AWARDS PROGRAM	8
4.	RESPONSIBILITIES	10
5.	ADDITIONAL RECOGNITION PROGRAMS	12
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		15
Attachment 2—INDIVIDUAL BOARD MEMBER SCORE SHEET		16
Attachment 3—BOARD PRESIDENT'S MASTER SCORE SHEET		17
Attachment 4—AF IMT 1206 - AMN, NCO, SNCO OF THE QUARTER/YEAR		18
Attachment 5—AF IMT 1206 - JR CGO/CGO/FGO OF THE QUARTER/YEAR		19
Attachment 6—AF IMT 1206 - FIRST SERGEANT OF THE YEAR		20
Attachment 7—AF IMT 1206 - CIVILIAN OF THE QUARTER/YEAR		21
Attachment 8—SAMPLE LETTER FOR TEAM MCCHORD KEY SPOUSE OF THE YEAR		22
Attachment 9—AF IMT 1206 - MCCHORD TEAM EXCELLENCE AWARD OF THE QUARTER/YEAR		23
Attachment 10—MCCHORD TEAM EXCELLENCE AWARD CRITERIA		24
Attachment 11—SAMPLE LETTER FOR THE BRYCE LILLY SERVICE AWARD		25
Attachment 12—AF IMT 1206 - SAMPLE VOLUNTEER OF THE YEAR		26

1. PROGRAM OVERVIEW

1.1. Objectives.

1.1.1. Recognize outstanding 62 AW and Team McChord Units (TMU) Air Force military and civilian personnel who have performed at a level clearly above that of their peers while making significant personal and mission contributions to JBLM. Nominees from the 62 AW and TMU will not compete against each other on either the quarterly or annual awards boards. However, these individuals will be recognized in combined award ceremonies.

1.1.2. Contribute to the morale of Air Force enlisted, officer, and civilian members assigned to JBLM.

1.1.3. Provide an avenue to determine 62 AW nominees for the USAF 12 Outstanding Airman of the Year (12 OAY), Air Mobility Command (AMC) CGO of the Year, AMC Outstanding Civilian of the Year, and USAF First Sergeant of the Year programs.

1.1.4. TMU nominees for 12 OAY, CGO of the Year, USAF First Sergeant of the Year, and Outstanding Civilian of the Year programs will compete through their respective MAJCOM or Numbered AF equivalent channels.

1.2. Award Categories.

1.2.1. Airman of the Quarter/Year: Enlisted in the grades of Airman Basic through Senior Airman.

1.2.2. Noncommissioned Officer of the Quarter/Year: Enlisted in the grades of Staff Sergeant through Technical Sergeant.

1.2.3. Senior Noncommissioned Officer of the Quarter/Year: Enlisted in the grades of Master Sergeant through Senior Master Sergeant.

1.2.4. Honor Guard Member of the Quarter/Year.

1.2.5. First Sergeant of the Year.

1.2.6. Junior Company Grade Officer of the Quarter/Year: Officers in the grades of Second Lieutenant and First Lieutenant.

1.2.7. Company Grade Officer of the Quarter/Year: Officers in the grade of Captain.

1.2.8. Field Grade Officer of the Quarter/Year: Officers in the grade of Major and Lieutenant Colonel

1.2.9. Civilian of the Quarter/Year:

1.2.9.1. Category I: Employees in grades GS-01 through GS-08, and WG/WL-01 through WG/WL-08.

1.2.9.2. Category IIa: Non-supervisory employees in grades GS-09 through GS-12 and WG/WL-09 and above.

1.2.9.3. Category IIb: Supervisory employees in grades GS-09 through GS-12, and WS-01 through WS-12.

1.2.9.4. Category III (Annual Award only): Employees in grades GS-/GM-/WS-13 and above.

1.2.9.5. A glossary of civilian pay plan acronyms has been provided in Attachment 1.

1.2.9.6. See paragraph 5.0 for Additional Recognition Programs covered under this instruction.

1.3. Organizations.

1.3.1. 62 AW Quarterly and Annual Awards. 62 AW Group Commanders and Director of Staff Agencies may submit one nominee per category. 62d Medical Squadron nominees compete within the Director of Staff Agencies. See paragraphs 2.1 and 2.2 for specific nomination guidance.

1.3.2. TMU Quarterly and Annual Awards. TMU Commanders may submit one nominee per category. See paragraphs 2.1 and 2.2 for specific nomination guidance.

1.3.3. 62 AW and TMU Quarterly Award winners may compete in consecutive quarters within the same calendar year.

1.4. Eligibility Requirements.

1.4.1. Military.

1.4.1.1. Must not have had any adverse administrative action, an active Unfavorable Information File, or have received punishment pursuant to the UCMJ, such as an Article 15, during the award period.

1.4.1.2. Will be considered in the category of competition for the grade member held for the majority of the award period, i.e., over 45 days for Quarterly Awards; over 6 months for Annual Awards.

1.4.1.3. Members in TDY/Deployment status are considered “assigned” to JBLM and eligible to compete for awards governed by this instruction provided they were present and on duty at JBLM for at least 45 days of the quarter. Members should also be considered if they are at a deployed location that doesn’t support an awards program. This information will be verified by each Group superintendent.

1.4.1.4. First Sergeants must have held the 8F000 AFSC for a minimum of 6 months during the award period

1.4.1.5. Must have a fitness composite score of 75 or higher and meet all minimum components (unless exempted by medical authority) during the award period.

1.4.2. Civilian.

1.4.2.1. Eligible appropriated fund civilian employees, serviced by the Civilian Personnel Office (62 AW/FSP) must have been assigned to JBLM during the full quarter they are competing in.

1.4.2.2. Annual Award nominees must have worked in AMC appropriated positions throughout the award period, not have performance or disciplinary action pending, and have received an acceptable performance rating in the last rating period per AMCI 36-2808.

1.4.2.3. In supervisory categories, those being nominated for civilian awards must have been a supervisor for a minimum of 6 months in the year or for the full quarter

they are competing in. Refer to HQ AMC/A1KK message traffic for specific guidance regarding eligibility requirements.

1.5. Recognition Periods.

- 1.5.1. 1 January through 31 March (1st Quarter).
- 1.5.2. 1 April through 30 June (2nd Quarter).
- 1.5.3. 1 July through 30 September (3rd Quarter).
- 1.5.4. 1 October through 31 December (4th Quarter).
- 1.5.5. 1 January through 31 December (Annual Awards).

1.6. Award Ceremonies.

1.6.1. 62 AW and TMU Quarterly Awards will be presented at a luncheon and the Annual Awards will be presented at a formal evening banquet. Prior to the Annual Award Banquet, a Medallion Ceremony presentation will be conducted.

1.6.2. The above events will be scheduled by 62 AW/CCC.

1.7. Recognition.

1.7.1. Each Quarterly and Annual category winner will receive an engraved plaque or statuette.

1.7.2. Annual Award recipients may represent their respective commands at higher-level competitions, as appropriate.

2. MILITARY AWARDS PROGRAM

2.1. Quarterly Award Nominations.

2.1.1. Each 62 AW Group Commander, Director of Staff Agencies, and TMU may submit one nominee per category (Amn, NCO, SNCO, Jr CGO, CGO, FGO) to the 62 AW/CCCE no later than 1200 hours on the suspense date. The 62 AW/CCCE serves as the focal point for nomination package turn-in for all military members.

2.1.2. 62 AW/CCC will publish Quarterly and Annual Award suspense dates in January for the coming year.

2.1.3. Use the front-side only of the most current AF IMT 1206, Nomination for Award, and include only facts and achievements occurring or culminating during the award period. Nominations not prepared according to this instruction or received by the deadline will not be considered for quarterly competition.

2.1.4. Quarterly Award Nominations will include 15 total lines (3 headings and 12 bullet statements) and be submitted electronically to the 62 AW/CCCE. Acronyms may be annotated on the front-side only of the AF IMT 1206 just below last bullet statement and will not count against the 15-line total. See Attachments 4 and 5 for more specific guidance and direction on CGO and enlisted quarterly nominations.

2.1.5. 62 AW Honor Guard NCOIC manages the Honor Guard Member of the Quarter recognition program IAW 62 AWI 34-3, Base Honor Guard Program, and under the oversight of the 62 AW/CCC. The Honor Guard Member of the Quarter will be selected

by the Honor Guard NCOIC and the award will be presented at the Quarterly Awards Luncheon. The award recipient's name shall be provided to the 62 AW/CCCE no later than 1200 hours on the suspense date.

2.2. Annual Award Nominations.

2.2.1. Each 62 AW Group Commander, Director of Staff Agencies, and TMU may submit one nominee per category (Amn, NCO, SNCO, Jr CGO, CGO, FGO) to the 62 AW/CCCE no later than 1200 hours on the suspense date. The 62 AW/CCCE serves as the focal point for nomination package turn-in for all military members.

2.2.2. Use the front-side only of the most current AF IMT 1206, Nomination for Award, and include only the member's performance facts and achievements occurring or culminating during the award period. Do not submit standard or average performers based solely on self-improvement or community involvement accomplishments. Nominations not prepared according to this instruction or not received by the deadline will not be considered for yearly competition. See Attachments 4 and 5 for more specific guidance and direction on CGO and enlisted annual nominations.

2.2.3. 62 AW and TMU Enlisted Annual Award submissions and 62 AW 12 OAY nomination packages are prepared IAW the HQ AMC/A1KK 12 OAY tasking message distributed to the 62 AW each year. Nomination packages must meet the submission criteria for the 12 OAY Award as outlined in AFI 36-2805. 62 AW/CCCE distributes nomination procedures to 62 AW and TMU leadership.

2.2.4. 62 AW Annual Enlisted Award winners will normally be nominated thru AMC for the 12 OAY Award. All nominees must have sufficient retainability so that, if selected as a 12 OAY, they can serve in the capacity as an Enlisted Ambassador for a 12-month period, which commences the month of their induction (September) as a 12 OAY.

2.2.5. CGO Annual Award submissions are prepared IAW HQ AMC/A1KK tasking message and must meet the submission criteria for the AMC CGO of the Year Award as outlined in AMCI 36-2808.

2.2.6. 62 AW Jr CGO and CGO of the Year will compete to identify the CGO who will represent the 62 AW for the AMC CGO of the Year.

2.2.7. 62 AW First Sergeant of the Year will normally compete for the USAF First Sergeant of the Year Award. Nomination packages for the First Sergeant of the Year are prepared IAW AMC/A1KK tasking message and must meet the submission criteria for the USAF First Sergeant of the Year Award as outlined in AFI 36-2805. See Attachment 6 for more specific guidance and direction.

2.2.8. 62 AW Honor Guard NCOIC manages the Honor Guard Member of the Year recognition program IAW 62 AWI 34-3, Base Honor Guard Program, and under the oversight of the 62 AW/CCC. The Honor Guard Member of the Year will be selected by the Honor Guard NCOIC and the award will be presented at the Honor Guard Annual Awards Breakfast. The award recipient's name shall be provided to the 62 AW/CCCE no later than 1200 hours on the suspense date.

2.2.9. Volunteer of the Year recognizes outstanding individuals for their volunteer efforts while assigned to Joint Base Lewis McChord on an annual basis. Each

group/activity and TMU, to include an approved private organization, with a recognized volunteer program may submit one nomination to the wing board. This award is to reward efforts that were not conducted for duty-related projects or for pay. This recognition is a base-level program. Military and civilians are eligible, to include family members and military/federal retirees. Nominations will be based on facts and achievements occurring/concluding during the entire calendar year (1 January-31 December) and are limited 20 lines on the AF IMT 1206 (latest version) which includes one category heading.

2.2.9.1. The nomination will be in bullet format and describe the nominee's volunteer community service. The package should emphasize the benefits realized by the volunteer service and include qualifying factors ([Attachment 12](#)).

2.3. Board Member Selection Procedures.

2.3.1. 62 AW and TMU Quarterly/Annual board composition will be determined by the 62 AW/CCC and will have representatives from each 62 AW Group Commander, Director of Staff Agencies, and TMUs.

2.3.2. Boards will consist of at least four, but no more than eight members, including the board president.

2.3.3. 62 AW First Sergeant of the Year Board will be determined by the 62 AW/CCC and may consist of any number of members deemed appropriate.

2.3.4. No two board members will be from the same group without the consent of the 62 AW/CCC. Every attempt will be made to ensure board members are not in the award nominee's immediate chain of command.

2.3.5. Tasking for board presidents will be rotated among TMU organizations.

2.3.6. Only highly qualified SNCOs with previous unit/group-level board president experience will serve as wing-level board presidents. Only well-qualified board members with considerable unit/group level board member experience will serve on wing boards. Do not submit inexperienced personnel to serve on wing-level boards. Board members' grade requirements are as follows:

AMN: E-6 through E-7. Board president must be a MSgt or above.

NCO: E-7 and E-7 selects through E-8. Board president must be a SMSgt.

SNCO: E-9 and E-9 selects. Board president must be a CMSgt; normally the CCM

CGO: O-4 through O-6. This board will review packages for both Jr CGO and CGO categories and board president must be group CC or CD.

2.4. Award Winner Selection Procedures.

2.4.1. A selection board will convene to determine category winners based solely on the information listed on the AF IMT 1206. Each board member will review the 1206 and be prepared to discuss each package with the board. Once the president has closed the discussion, each board member will rank nominees using the Individual Board Member Score Sheet depicted in Attachment 2, with #1 being the best package, #2 being the second best package, and so on.

2.4.2. Board president will then total the board member's rank-ordered scores for each nominee, with the lowest cumulative-ranked score being the recommended selectee.

2.4.3. Board President.

2.4.3.1. Brief board members on duties and responsibilities prior to the board using instructions provided by 62 AW/CCC.

2.4.3.2. Notify board members of any changes or information found to be unweighable.

2.4.3.3. Brief board members on the confidentiality of board proceedings until award winners are approved by the 62 AW/CC and announced at the awards function.

2.4.3.4. In the event of a tie based on board member inputs, the board president will intervene by engaging in discussion between the board members. If board members are unable to break tie, board president will provide final ranking to determine recommended winner.

2.4.3.5. Board president will sign and date the Board President Master Score Sheet depicted in Attachment 3 and return it to 62 AW/CCCE.

2.4.4. Board members.

2.4.4.1. Review and rank nominees based on information contained in AF IMT 1206 nomination packages.

2.4.4.2. At the conclusion of the meeting, provide individual signed Board Member Score Sheets to the board president to be consolidated on the Board President's Master Score Sheet.

3. CIVILIAN AWARDS PROGRAM

3.1. Quarterly Awards Nominations.

3.1.1. 62 AW Group Commanders, Director of Staff Agencies, and TMU may submit one nominee per category (I, IIa, IIb,) to the 62 AW/CCCE not later than the established suspense date. The 62 AW/CCE will forward nominations to 62 AW/FSP who will serve as a focal point regarding the civilian awards board members.

3.1.2. Use the front side of the most current AF IMT 1206 and include only facts and achievements occurring during the award period. Nominations not prepared according to this instruction or not received by the deadline will not be considered for quarterly competition.

3.1.3. Use bullet statements under each heading. Limit the total number of lines including the headings of LEADERSHIP AND JOB PERFORMANCE and OTHER SIGNIFICANT ACCOMPLISHMENTS/COMMUNITY EFFORTS to no more than 12 lines. Acronyms may be listed at the bottom of the front page of the AF IMT 1206 and will not count against the 12-line total. See Attachment 7 for more specific guidance and direction.

3.2. Quarterly Board Member Selection Procedures.

3.2.1. All 62 AW Group Commanders, Director of Staff Agencies, and TMUs will appoint one civilian manager to serve as a 62 AW and TMU awards board member. 62 AW/FSP gives each board member a package containing AF IMT 1206 nominations, Individual Board Member Score Sheet, and other pertinent information. Board members review and rank each nomination within the award categories, document their rankings on the Individual Board Member Score Sheet, and return the packages to the 62 AW/FSP.

3.2.2. Commanders must ensure board members are not also nominees for the award under consideration.

3.2.3. When all evaluations are completed, 62 AW/FSP totals the results and notifies the 62 AW/CCCE who forwards them to 62 AW/CC for approval.

3.3. 62 AW Outstanding Civilian of the Year.

3.3.1. Nomination Procedure.

3.3.1.1. Each 62 AW Group Commander, Director of Staff Agencies, and TMU may submit one nominee per category (I, IIa, IIb, III) to the 62 AW/FSP in accordance with the 62 AW/CCC suspense notice.

3.3.1.2. Nominations are limited to the front-side of the AF IMT 1206 and should be submitted electronically to 62 AW/FSP. Use bullet format statements under each heading and include only facts and achievements occurring during the award period. Civilian nomination packages are prepared IAW the HQ AMC/A1KK tasking message and must meet submission criteria. See Attachment 7 for more specific guidance and direction.

3.3.1.3. Nominations not prepared according to this instruction or not received by the suspense will not be considered for competition.

3.3.2. Annual Board Member Selection Procedures.

3.3.2.1. Each 62 AW Group Commander, Director of Staff Agencies, and TMU will appoint one civilian manager to serve as a board member to select the 62 AW Outstanding Civilian of the Year winners (Categories I, IIa, IIb, III) and the nominations to be sent forward for the AMC Outstanding Civilian of the Year (Categories I, II, III).

3.3.2.2. Commanders must ensure board members are not also nominees for the award under consideration.

3.3.2.3. 62 AW/FSP gives each board member a package containing the AF IMT 1206 nomination, Individual Board Member Score Sheet, and other pertinent information, then briefs them on scoring criteria. Board members independently review and rank each nominee within the award categories, document their ranking on the Individual Board Member Score Sheet, and return the packages to 62 AW/FSP. When all nominee rankings are completed, 62 AW/FSP totals the results and notifies the 62 AW/CCCE who forwards them to 62 AW/CC for approval.

3.4. AMC Outstanding Civilian of the Year.

3.4.1. Eligibility.

3.4.1.1. Annual Award nominees must have worked in AMC appropriated positions throughout the award period, not have performance or disciplinary action pending, and have received an acceptable performance rating per the last rating period per AMCI 36-2808. Refer to HQ AMC/A1KK message traffic for specific guidance regarding eligibility requirements.

3.4.1.2. The 62 AW Civilian of the Year will compete for the AMC Outstanding Civilian of the Year Award.

3.4.2. AMC Outstanding Civilian of the Year Award Categories.

3.4.2.1. Category I, Civilian Program Specialist: Employees in grades GS-01 through GS-08, WG/WL-01 through WG/WL-08.

3.4.2.2. Category II, Civilian Program Manager: Employees in grades GS-09 through GS-12, WS-01 through WS-12, WG/WL-09 and above.

3.4.2.3. Category III, Civilian Senior Program Manager: Employees in grades GS-/GM-/WS-13 and above.

3.4.3. AMC Outstanding Civilian of the Year Nomination Procedures. Outstanding Civilian of the Year Award submissions are prepared IAW HQ AMC/A1KK tasking message and must meet the submission criteria specified in the message.

3.4.4. 62 AW/FSP forwards winning nomination packages to 62 AW/CCC for the 62 AW/CC review and approval. The 62 AW/CCE will then forward the packages to HQ AMC/A1KK representatives named in tasking message.

3.4.5. Description of Award: Winners at the AMC level normally receive a certificate of achievement signed by the AMC Commander (or designated representative) and an engraved memento provided by HQ AMC/A13. Recipients also normally have the option of selecting a \$500.00 cash Notable Achievement Award or a four-day time-off award to be taken on dates determined to be acceptable by the employee and his/her supervisor. Personnel actions are coordinated with AMC and processed by 62 AW/FSP.

4. RESPONSIBILITIES

4.1. 62 AW/CCC.

4.1.1. Serves as the focal point for the 62 AW and TMU Outstanding Personnel Recognition and Awards Program.

4.1.2. Administers the military portion of the 62 AW and TMU Outstanding Personnel Recognition and Awards Program.

4.1.3. Publishes a letter in January of each year to announce 62 AW and TMU Quarterly and Annual Award package suspenses, selection board dates, and awards luncheon/banquet dates.

4.1.4. Briefs board presidents on their responsibilities.

4.1.5. Coordinates board members.

4.1.6. Reviews completed Board President's Master Score Sheets for completeness and accuracy.

4.1.7. Ensures all winners are honored at an appropriate public ceremony or function.

4.2. 62 AW/CCCE.

4.2.1. Serves as focal point for electronic nomination package turn-in for all categories.

4.2.2. Compiles/distributes award nomination packages to include nominee AF IMT 1206's, Individual Board Member Score Sheets, and Board President Master Score Sheets to the board presidents NLT 2 duty days prior to the board convening.

4.2.3. Is a permanent member of the 62 AW and TMU Quarterly/Annual Awards committees.

4.2.4. Ensures appropriate award elements are prepared (plaques/trophies).

4.2.5. Issues work requests to publish programs for Quarterly/Annual Award events/functions.

4.2.6. Secures board location for all military boards.

4.2.7. Budgets for the purchases and engraving of 62 AW and TMU awards.

4.2.8. Retains file copies of all nominee AF IMT 1206's, Board President Master Score Sheets and Individual Board Member Score Sheets for 62 AW and TMU award boards for one year from the date of the package suspense dates.

4.3. Commanders.

4.3.1. Establish unit recognition programs to allow all eligible enlisted, officer, and civilian personnel to take part in the 62 AW and TMU Outstanding Personnel Recognition and Awards Program and recognize individuals at an appropriate ceremony.

4.3.2. Ensure nomination packages for all categories are submitted on time and in the prescribed format to 62 AW/CCCE.

4.3.3. Provide board members to select outstanding performers as requested by the 62 AW/CCC and 62 AW/FSP.

4.3.4. Quality reviews all nominations, e.g., unfavorable information file, control roster, dress and appearance, fitness standards, and ensures validity of all nomination package content.

4.4. 62 AW/FSP.

4.4.1. Has the primary responsibility for civilians and provides overall guidance to administer the Civilian Quarterly and Annual Awards programs.

4.4.2. Accomplishes all pre-selection actions, complies with suspense dates, appoints a selection board, prepares nomination folders, briefs the selection board, and prepares a summary of board results for the 62 AW/CC. The summary will include a copy of all nomination packages and the board presidents' score sheets reflecting the results.

4.4.3. Ensures actions are accomplished in accordance with AMCI 36-2808 and within established timeframes.

4.4.4. Is a permanent member of the 62 AW and TMU Quarterly/Annual Awards committees.

4.4.5. Will ensure 62 AW/FSP initiates and processes one-day time-off awards for Quarterly Award winners and three-day time-off awards for Annual Award winners.

4.5. 62 AW/CCE.

4.5.1. Reviews 62 AW nomination packages to AMC for all Annual Awards to include the AMC Company Grade Officer of the Year Award, USAF First Sergeant of the Year Award,

12 Outstanding Airman of the Year nominees (Amn, NCO and SNCO of the Year) and AMC Outstanding Civilian of the Year nominees (Category I, II, and III).

4.5.2. Is a permanent member of the 62 AW and TMU Quarterly/Annual Awards committees.

4.6. 62 AW/PA. Will recognize Quarterly/Annual Award winners on 62 AW website, social media and coordinate with JBLM media for publicizing in The JBLM Northwest Guardian newspaper.

4.7. 62 AW/CCP.

4.7.1. Distributes invitations to distinguished visitors (DV) as directed by the 62 AW/CC and establishes an RSVP tracking procedure. This group normally includes: Colonels (O-6), group commanders, deputy group commanders, CCC, and group superintendents assigned to the 62 AW and TMU organizations.

4.7.2. Approves DV seating plans for quarterly/annual events. Prepares name placards for all DVs (O-6, civic leaders, local sponsors, and other DVs, as appropriate).

4.7.3. Is a permanent member of the 62 AW and TMU Quarterly/Annual Awards committees.

5. ADDITIONAL RECOGNITION PROGRAMS

5.1. Team McChord Key Spouse of the Year Award.

5.1.1. Each 62 AW Squadron Commander and TMU may nominate one Key Spouse to represent their unit in support of the Team McChord Key Spouse of the Year Award. Submit the nomination to the 62 AW/CCCE by the suspense date for Annual Awards.

5.1.2. Nomination packages for Team McChord Key Spouse of the Year will consist of a nomination letter on official letterhead addressed to the 62 AW/CC. See Attachment 8 for more specific guidance and direction.

5.1.3. Selection of the Team McChord Key Spouse of the Year will be determined by the 62 AW/CC as advised by the 62 AW/CCC and the Director, Airmen and Family Readiness Center. Announcement of the winner will be made at the Annual Awards Banquet.

5.2. McChord Team Excellence Award.

5.2.1. The McChord Team Excellence Award recognizes outstanding team performance and promotes a systematic approach for enhancing mission capability, improving operational performance, and achieving sustained results while maximizing efficiency.

5.2.2. Each 62 AW Group Commanders, Director of Staff Agencies, and TMU may nominate up to three performance improvement teams to represent their group/unit in support of the McChord Team Excellence of the Quarter/Year Award. Submit nominations to the 62 AW/CCCE by the suspense date for Quarter/Annual Awards.

5.2.3. Eligibility. Competing teams must have completed a Group-Level Steering Team sanctioned AF-related performance improvement or problem/solution event culminating within the quarter or calendar year being nominated. Sanctioned events include: Rapid Improvement Events, Continuous Process Improvement Events, 8-Step Problem Solving Events, Value Stream Mapping Events, and AFSO21 Events.

5.2.4. Nomination Package. Nomination packages from each team will consist of an AF IMT 1206 as delineated in Attachment 9 and a USAF Observe/Orient/Decide/Act 8-Step Problem-Solving document commonly referred to as an "A3". Information should be concise and quantitative with statements supported by facts and other data.

5.2.5. Selection Criteria. The criteria contained in Attachment 10 will be used to evaluate the mandatory A3 attachment submitted for nominated teams. The three criteria categories and associated weighted values are: PROCESS (10 pts), IMPACT AND RESULTS (25 pts), and SUSTAINMENT AND STANDARDIZATION (15 pts).

5.2.6. Only one team may receive this award quarterly and only teams selected as quarterly award winners may compete in annual competition. Award winners are determined by the AFSO21 Executive Committee and announced during the quarterly awards luncheon and annual awards banquet. Each member of the winning team will receive an AFSO21 Coin and Certificate of Recognition. Annual winning team members will receive a plaque and Certificate of Recognition.

5.3. The Bryce Lilly Service Award.

5.3.1. The Bryce Lilly Service Award is awarded at the discretion of the 62 AW/CC to a military member, civilian employee, local business leader, community supporter or any other person directly involved in the quality of life for the military community at JBLM-McChord Field. It is named in honor and memory of MSgt Bryce Lilly, longtime supporter of JBLM-McChord Field and a former POW.

5.3.2. Only one person may receive this award annually and the winner is determined by the 62 AW/CC with advice from the 62 AW/CCC. This award is presented at the 62 AW Annual Awards Banquet.

5.3.3. Nomination packages for Bryce Lilly Service Award will consist of a nomination letter on official letterhead addressed to 62 AW/CC. See Attachment 9 for more specific guidance and direction.

5.4. Commander's and Command Chief's Coin of Excellence.

5.4.1. Purpose.

5.4.1.1. Awarded to military and civilian employees for an outstanding accomplishment or specific achievement that has made a significant contribution to the effectiveness and efficiency of the Air Force.

- 5.4.1.2. May be used for “on-the-spot” recognition of personal efforts associated with an actual achievement to improve a particular program, function or mission.
- 5.4.1.3. Are not intended to be used for mementos, commemorative or personal gifts, morale building or to recognize PCSs, retirements, and similar occasions.
- 5.4.2. Inventory and Control of Coins. 62 AW/CCE and 62 AW/CCCE will establish and maintain an Inventory Control Log when purchasing coins with appropriated funds. Inventory Control Logs must include the quantity of coins purchased, name and rank or title of each recipient, and the reason for presentation.

R. WYN ELDER, Colonel, USAF
Commander, 62d Airlift Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Air Force Awards and Decorations Program*, 1 August 1997

AFI 36-2805, *Special Trophies and Award*, 29 June 2001

AMCI 36-2808, *Personnel Awards*, 4 November 2010

Prescribed Forms

No forms are prescribed by this instruction.

Adopted Forms

AF Form 847, Recommendation for Change of Publication

AF Form 1206, Nomination for Award

Abbreviations and Acronyms

GS—General Schedule

WG—Wage Grade

WL—Wage Leader

WS—Wage Supervisor

Attachment 2

INDIVIDUAL BOARD MEMBER SCORE SHEET

INDIVIDUAL BOARD MEMBER SCORE SHEET

- ☐ 62d AIRLIFT WING
☐ TEAM MCCHORD UNITS
(CHECK ONE)

NOMINEE	RANK ORDER

NOTE: Rank all nominees by assigning a #1 ranking to your best candidate, #2 for next best, and so on. NO rank order ties allowed.

BOARD MEMBER

SIGNATURE/DATE

Attachment 3

BOARD PRESIDENT'S MASTER SCORE SHEET

☐ 62d AIRLIFT WING ☐ TEAM MCCHORD UNITS

BOARD PRESIDENT _____

SIGNATURE/DATE _____

NOTE: The Board President will use this form to consolidate ranking from all board members with the low ranking (#1) reflecting the best candidate. If a tie exists, the Board President will break it.

						NOMINEE'S LAST NAME					
						(BOARD MBR NAME)					
						(BOARD MBR NAME)					
						(BOARD MBR NAME)					
						(BOARD MBR NAME)					
						(BOARD MBR NAME)					
						(BOARD MBR NAME)					
						(BOARD MBR NAME)					
						(BOARD MBR NAME)					
						(BOARD MBR NAME)					
						SUBTOTAL					
						RANK ORDER					
BOARD PRESIDENT BREAKS THE TIE											
FINAL RANK ORDER											

Attachment 4

AF IMT 1206 - AMN, NCO, SNCO OF THE QUARTER/YEAR

NOMINATION FOR AWARD		
AWARD 62 AW or TMU Outstanding Airman of the Quarter/Year Award	CATEGORY (If Applicable) AMN/NCO/SNCO	AWARD PERIOD 1 Jan - 31 Dec XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) TSgt John Q. Doe	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE 2G071 / Logistics Planner	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 382-XXXX COMM: (253) 982-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 1 ASOG/CCF, Box 339500, MS-76, Joint Base Lewis-McChord, WA 98433		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Capt John A. Smith / DSN: 382-XXXX COMM: (253) 982-XXXX		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>Use single-spaced, bullet format for specific accomplishment(s). Limited to 15 lines including headings for Quarterly nomination. Limited to 30 lines including headings for Annual nomination – Use HQ AMC/A1KK 12 OAY guidance. Do not modify the headings or add additional information on the heading line.</p> <p>HEADINGS FOR ALL CATEGORIES:</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: 80% 8 BULLETS Quarterly/21 BULLETS Annual (or IAW 12 OAY annual message from HQ AMC/A1KK) Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year and so forth. Put emphasis on impact and results.</p> <p>SIGNIFICANT SELF IMPROVEMENT: 10% 2 BULLETS Quarterly/3 BULLETS Annual (or IAW 12 OAY annual message from HQ AMC/A1KK) Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion. On-the-job training, certifications, off-duty education related to primary duties and so forth. Include completion of any Professional Military Education (PME), as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. Put emphasis on impact and results.</p> <p>BASE OR COMMUNITY INVOLVEMENT: 10% 2 BULLETS Quarterly/3 BULLETS Annual (or IAW 12 OAY annual message from HQ AMC/A1KK) Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events', e.g., President of the Top 3, Enlisted Dining Out Committee, member of the Air Force Sergeants Association, Sunday school teacher and so forth. Put emphasis on impact and results.</p> <p>Limit ACRONYMS to front page only. (or IAW 12 OAY annual message from HQ AMC/A1KK)</p> <p>NOTE: The justification must contain specific facts of nominee's contributions during award period only. Achievements of the member should be so outstanding as to highly distinguish the Airman from his/her peers. To ensure the competitiveness of all nominations, each of the headings must be specifically addressed reflecting a whole-person concept.</p>		

Attachment 5

AF IMT 1206 - JR CGO/CGO/FGO OF THE QUARTER/YEAR

NOMINATION FOR AWARD		
AWARD 62 AW or TMU Jr CGO/CGO of the Quarter/Year Award	CATEGORY (If Applicable) Jr CGO or CGO	AWARD PERIOD 1 Jan - 31 Dec XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) 1Lt John Q. Doe	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE 65F3, Commander, Financial Services Flight	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 382-XXXX COMM (253) 982-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 62 CPTS/FMF, 100 Col Joe Jackson Blvd, Joint Base Lewis-McChord, WA 98438		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lieutenant Colonel John Q. Smith/ DSN: 382-XXXX COMM: (253) 982-XXXX		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>Use single-spaced, bullet format for specific accomplishment(s). Limited to 15 lines including headings for Quarterly nomination. Limited to 30 lines including headings for Annual nomination – Use HQ AMC/A1KK CGO guidance. Do not modify the headings or add additional information on the heading line.</p> <p>HEADINGS FOR ALL CATEGORIES:</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: 80% 8 BULLETS Quarterly/21 BULLETS Annual (or IAW CGO annual message from HQ AMC/A1KK) Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. This could include job knowledge and leadership qualities applied to a specific Air Force problem, combat situation, or development of new techniques, procedures, or processes which result in increased mission effectiveness.</p> <p>SIGNIFICANT SELF-IMPROVEMENT: 10% 2 BULLETS Quarterly/3 BULLETS Annual (or IAW CGO annual message from HQ AMC/A1KK) Show how the member developed or improved skills related to off-duty schooling, membership in professional or cultural societies or associations, development of creative abilities. Show how member demonstrated ability as an articulate and positive spokesperson for the Air Force.</p> <p>BASE OR COMMUNITY INVOLVEMENT: 10% 2 BULLETS Quarterly/3 BULLETS Annual (or IAW CGO annual message from HQ AMC/A1KK) Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Participation in social, cultural, or religious activities in the military or civilian community which, tangibly or intangibly, contributed to community or group welfare, morale, or status. Include Air Force or civilian awards, prizes, titles, certificates of appreciation, etc., obtained as recognition for personal services rendered or contributions made to military or civilian community life.</p> <p>Limit ACRONYMS to front page only. (or IAW CGO annual message from HQ AMC/A1KK)</p> <p>NOTE: The justification must contain specific facts of nominee's contributions during award period only. Achievements of the member should be so outstanding as to highly distinguish the CGO from his/her peers. To ensure the competitiveness of all nominations, each of the headings must be specifically addressed reflecting a whole-person concept.</p>		

Attachment 6

AF IMT 1206 - FIRST SERGEANT OF THE YEAR

NOMINATION FOR AWARD		
AWARD First Sergeant of the Year	CATEGORY (If Applicable) N/A	AWARD PERIOD 1 Jan - 31 Dec XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSGT John Q. Doe	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE 8F000, First Sergeant, 62d Mission Support Squadron	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 382-XXXX COMM (253) 982-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 62d MSS/CCF, 100 Col Joe Jackson Blvd, Joint Base Lewis-McChord, WA 98433		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Colonel John Q. Smith DSN: 382-XXXX COMM (253) 982-XXXX		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>Use single-spaced, bullet format for specific accomplishment(s). Limited to 30 lines including headings for Annual nomination – Use HQ AMC/A1KK First Sergeant guidance. Do not modify the headings or add additional information on the heading line.</p> <p>HEADINGS FOR ALL CATEGORIES:</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: 80% 21 BULLETS Annual (or IAW First Sergeant annual message from HQ AMC/A1KK) Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit/mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g. NCO of the Quarter, Maintenance Professional of the Year, and so forth.</p> <p>SIGNIFICANT SELF-IMPROVEMENT: 10% 3 BULLETS Annual (or IAW First Sergeant annual message from HQ AMC/A1KK) Show how the member developed/improved skills related to primary duties; e.g., formal training, career development, course enrollment or completion, on-the-job training, certification, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties, e.g., class, course, degree, enrolment/completion and grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.</p> <p>BASE OR COMMUNITY INVOLVEMENT: 10% 3 BULLETS Annual (or IAW First Sergeant annual message from HQ AMC/A1KK) Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, Enlisted Dining-Out Committee, Member of Air Force Sergeants Association, Air Force Association, Sunday School Teacher, and so forth.</p> <p>NOTE: The justification must contain specific facts of nominee's contributions during award period only. Achievements of the member should be so outstanding as to highly distinguish the First Sergeant from his/her peers. To ensure the competitiveness of all nominations, each of the headings must be specifically addressed reflecting a whole-person concept.</p>		

Attachment 7

AF IMT 1206 - CIVILIAN OF THE QUARTER/YEAR

NOMINATION FOR AWARD		
AWARD 62 AW or TMU Civilian of the Quarter/Year	CATEGORY (if Applicable) Ia, Ib, IIa, IIb, III (Annual)	AWARD PERIOD 1 Jan - 31 Dec
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-9 John Q Doe	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE 2G051 / Logistics Planner	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 382-XXXX & Commercial (253) 982-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 62 MXS/CCX/1422 Union Ave/Joint Base Lewis-McChord/WA/98348		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Maj/Robert L. Brinks/DSN 382-XXXX & Commercial (253) 982-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>Use single-spaced, bullet format for specific accomplishments(s). Limited to 12 lines including headings for Quarterly nomination. Limited to 30 lines including headings for Annual nomination-HQ AMC/AIKK Civilian guidance takes precedence if there is a conflict with the OI. Headings listed are mandatory. Do not modify the headings or add additional information on the heading line.</p> <p>HEADINGS FOR ALL CATEGORIES:</p> <p>JOB DESCRIPTION: (Annual awards only) In no more than six lines (including the header), describe the nominee's primary job responsibilities and duties. This heading is for informational purposes only and does not count against the total lines used for the headings listed in paragraphs 2 and 3 below.</p> <p>LEADERSHIP AND JOB PERFORMANCE: Characterize the nominee's personal leadership as evidence by character, conduct, and willingness to accomplish goals and accept additional responsibility. This could include leadership qualities applied to a specific Air Force problem or development of new techniques, procedures, or processes which resulted in increased mission effectiveness. Provide factual and substantiated examples of the nominee's significant achievements and performance above general job requirements. Describe how well your nominee improved operations; highlight any support he/she provided for special projects; explain any other outstanding services the employee provided that benefited the organization's mission. All accomplishments must have occurred during the 3-month (Qtrly)/ 12-month (Annual) nomination period.</p> <p>OTHER SIGNIFICANT ACCOMPLISHMENTS/COMMUNITY EFFORTS: Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, additional duties, community and (or) civic activities, and family enhancement. All accomplishments must have occurred during the 3-month (Qtrly)/12-month (Annual) nomination period.</p> <p>An acronym listing may be used and aligned along the bottom of the AF IMT 1206 that explains unique acronyms not commonly known throughout the Air Force.</p>		

Attachment 8**SAMPLE LETTER FOR TEAM MCCHORD KEY SPOUSE OF THE YEAR**

(OFFICIAL SQUADRON OR TEAM MCCHORD UNIT LETTERHEAD)

DD MMM YYYY

MEMORANDUM FOR 62 AW/CC

FROM: 62 (Squadron)/CC or Team McChord Unit (TMU) Designee

SUBJECT: Team McChord Key Spouse of the Year Nomination

1. I nominate Mr/Mrs Jane Doe for the Team McChord Key Spouse of the Year for (period). Our Key Spouse nominee is married to (Rank/Name) who is assigned to the 62 (Squadron) or TMU.
2. His/Her specific accomplishments and contributions to our unit are as follows:
 - Use single-spaced, bullet format to list justification
 - Limited to 20 lines
3. The POC for this nomination is (Rank/Name), First Sergeant, 62 (Squadron) or TMU and can be reached at 982-XXXX if any questions.

Name, Rank, USAF
Commander/designee, 62 (Squadron)/TMU

Attachment 9

AF IMT 1206 - MCCHORD TEAM EXCELLENCE AWARD OF THE QUARTER/YEAR

NOMINATION FOR AWARD		
AWARD McChord Team Excellence Award	CATEGORY (If Applicable) Team	AWARD PERIOD 1 Jan - 31 Dec XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) *Use Below to Name Members	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE N/A	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 382-XXXX COMM: 253-982-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 62d Communications Squadron/SCOK 851 Lincoln Blvd Ste 228, Joint Base Lewis-McChord, WA 98438		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Major John H. Smith/ DSN: 382-XXXX COMM: 253-982-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) TEAM MEMBERS: TITLE OF PROCESS IMPROVEMENT: TEAM IMPROVEMENTS AND IMPACT TO AF-RELATED MISSION: - Limited to 3 or less single-spaced, bullet format improvements/impact statements Limit ACRONYMS to front-page only. MANDATORY Attachment: USAF OODA 8-Step Problem Solving document (A3) OPTIONAL Attachments: Event Outbrief and Process Photos		

Attachment 10**MCCHORD TEAM EXCELLENCE AWARD CRITERIA****AWARD WINNER SELECTION CRITERIA:****1. PROCESS (10 points).** At a minimum this category must address the following:

- 1.1. Process title and description
- 1.2. Mission of the organization, how it links to the wing (or equivalent) mission, and if it was self-initiated or directed by senior leadership
- 1.3. Key customers
- 1.4. Innovative tools, ideas, and concepts used to develop final solution
- 1.5. Comprehensive final solution and impact to key customers

2. IMPACT AND RESULTS (25 points). At a minimum this category must address the following:

- 2.1. How process affects unit mission and to what degree
- 2.2. Benefit to the Air Force, MAJCOM, or Wing
- 2.3. Costs to implement the process improvement
- 2.4. Return on investment (ROI) calculations
- 2.5. Validation of resource savings

3. SUSTAINMENT AND STANDARDIZATION (15 points). At a minimum this category must address the following:

- 3.1. Steps taken to sustain improvement
- 3.2. Steps taken to share improvement(s) throughout MAJCOM and/or Air Force

Attachment 11

SAMPLE LETTER FOR THE BRYCE LILLY SERVICE AWARD

(OFFICIAL SQUADRON LETTERHEAD)

DD MMM YYYY

MEMORANDUM FOR 62 AW/CC

FROM: 62 (Squadron)/CC or Designee

SUBJECT: The Bryce Lilly Service Award Nomination

1. I nominate Mr/Ms/Mrs John Doe for the Bryce Lilly Service Award for 1 Jan – 31 Dec XX.
His/Her specific accomplishments and contributions to our unit are as follows:
 - Use single-spaced, bullet format to list justification
 - Limited to 20 lines for award nominations
2. The POC for this nomination is (Rank/Name), First Sergeant, 62 (Squadron) and can be reached at 982-XXXX if any questions.

Name, Rank, USAF
Commander/designee, 62 (Squadron)

Attachment 12

AF IMT 1206 - SAMPLE VOLUNTEER OF THE YEAR

NOMINATION FOR AWARD		
AWARD Volunteer of the Year Award	CATEGORY (If Applicable) Volunteer	AWARD PERIOD 1 Jan - 31 Dec XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA / John E. Doe	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE IPOS1 / AFE Jounnreyman	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 62 OG/OSS / 100 Col Joe Jackson Blvd / Joint Base Lewis McChord WA / 98438		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Jonn A. Smith / DSN: 382-XXXX COMM: (253) 382-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) VOLUNTEER ACTIVITY AND IMPACT: (no additional information on this line) -Define scope/impact of member's positive participation/leadership via volunteer activities -Used for rewarding efforts not realated to duty related projects -Annual nominations are limited to 27 lines, not including heading -The legend "ACRONYMS:" should be placed at the bottom of the 1206 for all acronyms used		